

GRANADA SANITARY DISTRICT

OF SAN MATEO COUNTY

455 Avenue Alhambra, #6 ~ P. O. Box 335 ~ El Granada, California 94018

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MINUTES **BOARD OF DIRECTORS SPECIAL MEETING & REGULAR MEETING** **June 20, 2002**

SPECIAL MEETING

CALL TO ORDER: The Special Meeting was called to order at 7:06 p.m. by Board President Bill Katke at the District Office in El Granada.

ROLL CALL: None.

ADJOURNED TO CLOSED SESSION: District Counsel Jonathan Wittwer read the following item and the meeting was adjourned to Closed Session at 7:08 p.m.

Conference with Legal Counsel:

- The Board meeting pursuant to subdivision (b)(2) of Government Code Section 54956.9 to decide whether a closed session is authorized pursuant to subdivision (b)(1) of Government Code Section 54956.9 (One case)
- Significant exposure to litigation pursuant to Government Code Section 54956.9 subdivision (b) (One potential case)

RECONVENE TO OPEN SESSION: The meeting reconvened to Open Session at 7:36 p.m. District Counsel Jonathan Wittwer announced that the only reportable action taken during the Closed Session was that the Board unanimously determined that a closed session was authorized.

REGULAR MEETING

CALL TO ORDER: The regular meeting of the Board of Directors was called to order at 7:40 p.m. by Board President Bill Katke.

ROLL CALL: Attending Directors were: President Bill Katke, Vice President Leonard Woren, Treasurer Laura Stein and Secretary Fran Pollard. Board Member Shawn McGraw was absent.

Attending Staff were: Legal Counsel Jonathan Wittwer, District Engineer Howard Hoffman, General Manager Chuck Duffy, Administrator Gina Holmes, Assistant Administrator Delia Comito and District Clerk Leisa Bretz.

PLEDGE OF ALLEGIANCE: All present recited the Pledge of Allegiance.

GENERAL PUBLIC PARTICIPATION: The following members of the public addressed the Board:

Lee Sims, owner of a 4,900 sq.ft. lot in S-17 zoning district requested that the Board consider his request for exemption from District Ordinance No. 139, even though he did not meet the 2/21/02 application deadline. Mr. Sims stated that he was not aware of the deadline until recently. The Board instructed him to work with Administrative Staff to investigate the issue for future possible Board consideration.

CONSENT AGENDA:

Director Pollard requested that the following Consent Agenda items be held for discussion:

6. Approval of Engineer's recommendation of relief of 1(one) Noncontingent Assessment for Thomson, Thomas and Alice; APN: 047-213-220; 523 The Alameda, El Granada
7. Approval of Class 1A sewer permit application for Grandfathered Nonconforming; Parcel: Jaeb, APN: 047-136-390; San Juan and Carmel; Parcel: 4,561.4 sq.ft.; Structure: 2,679 Zoning: R-1/S-17

President Katke stated that the Consent Agenda items held for discussion would be moved to the end of the Action Agenda.

Director Stein moved to approve the following Consent Agenda items (Stein/Pollard, 4-0):

1. Approval of meeting minutes for May 2, 2002 (Tabled 5/16/02)
2. Approval of meeting minutes for May 16, 2002
3. Approval of warrants totaling \$ 613,362.77 (Ck # 3378 to # 3434)
4. Approval of April 2002 Financial Statements
5. Approval of payments from Bond Administration fund totaling \$ 23,773.41 (Kennedy/Jenks \$370.00; Jonathan Wittwer (5/3/02) \$3,295.41 and (5/31/02) 5,386.00; G.A. Laster \$14,322.00; John Parsons \$400.00)

ACTION AGENDA

8. Discuss/consider approval of Request for Exemption from District Ordinance No. 139: Hodge, David, APN: 048-013-580, 198 Coronado Ave, Miramar, Parcel: 4,400 sq. ft., Structure: 2,308 sq. ft., Zoning: R-1/S-9: District Administrator Holmes reviewed the Staff Report provided in the Agenda packets. President Katke opened Public Comment:

David Byers, the attorney representing David Hodge, commented on the status of the project and urged the Board to grant the exemption. The Board discussed the issue at length with Mr. Byers, Mr. Hodge, and District Staff. After further Board discussion:

Director Stein moved to approve the Request for Exemption from District Ordinance No. 139 for Davis Hodge, APN: 048-013-580, with several conditions. Director Woren seconded the item for discussion. After additional discussion Director Stein amended her motion to: Approve exemption from District Ordinance No. 139 for David Hodge APN: 048-013-580, 198 Coronado Ave, Miramar, with the condition that the size of the structure be no greater than the square footage listed on the 5/12/02 San Mateo County Planning Referral. Director Woren accepted the amended motion. (Stein/Woren, 3-1) Pollard

9. Presentation of Draft Sewer Authority Mid-Coastside Budget for 2002-2003 FY by Interim General Manager John Burgh:

President Katke introduced John Burgh, Interim Manager for the Sewer Authority Mid-Coastside (SAM). Mr. Burgh introduced Tony Pullin, SAM's Technical Service Supervisor, who also attended the meeting. Burgh then reviewed the SAM budgets as presented to the Board for approval and explained the recent revisions made on several pages, which were provided in the Agenda packets.

10. Discuss/consider approval of Draft Sewer Authority Mid-Coastside 2002-2003 FY Budgets:

- Resolution Approving 2002-2003 FY General Operations Budget for Sewer Authority Mid-Coastside
- Resolution Approving 2002-2003 FY Collection Systems Budget for Sewer Authority Mid-Coastside

The Board discussed and considered the draft SAM 2002-2003 FY Budgets. General Manager Chuck Duffy indicated that he had reviewed the budget in detail, and offered to meet further with the GSD SAM Board Committee to discuss the budget further.

Director Stein moved to approve Resolution 2002-012 Approving the SAM 2002-2003 FY General Operations Budget; and Resolution 2002-013 Approving the SAM 2002-2003 FY Collection Systems Budget. (Stein/Woren, 4-0)

There was a recess from 9:40 p.m. to 9:50 p.m.

11. Discuss/consider approval of Draft Granada Sanitary District General Budget for 2002/2003 FY

12. Discuss/consider approval of Draft Granada Sanitary District Capital Budget for 2002/2003 FY

General Manager Chuck Duffy provided a review of the coming fiscal year GSD budgets. The budgets were presented in a new format to enable the Board and staff to better understand the sources and uses of funds in the District. Mr. Duffy also gave a detailed explanation of the basis for the projected revenue sources for the District, along with a description of the capital projects budget items. After general discussion between the Board and staff:

Director Stein moved to approve the Draft Granada Sanitary District General and Capital Budgets for the 2002/2003 FY. (Stein/Woren, 4-0)

The Board returned to the Consent Agenda items held for discussion earlier in the meeting.

CONSENT AGENDA: (cont'd)

6. Approval of Engineer's recommendation of relief of 1(one) Noncontingent Assessment for Thomson, Thomas and Alice; APN: 047-213-220; 523 The Alameda, El Granada: Director Pollard had some concerns about the lot size. After some discussion:

Director Stein moved to approve the Engineer's recommendation to grant relief of 1(one) Noncontingent Assessment for Thomson, Thomas and Alice; APN: 047-213-220; 523 The Alameda, El Granada. (Stein/Woren, 4-0)

7. Approval of Class 1A sewer permit application for Grandfathered Nonconforming; Parcel: Jaeb, APN: 047-136-390; San Juan and Carmel; Parcel: 4,561.4 sq.ft.; Structure: 2,679 Zoning: R-1/S-17: After a brief discussion:

Director Stein moved to approve issuance of the Class 1A sewer permit for Grandfathered nonconforming parcel for Jaeb, APN: 047-136-390; San Juan and Carmel; Parcel: 4,561.4 sq. ft.; Structure: 2,679 Zoning: R-1/S-17 (Stein/Woren, 4-0)

URGENCY ITEM:

Approval of Progress Payment Request No. 2 to K.J. Woods Construction, Inc:
This Urgency item came to the attention of the Board after the Agenda was posted. Administrator Holmes explained it is the District's obligation to make the progress payment in a timely manner.

Director Stein moved to make the required findings and add the Urgency Item to the Action Agenda. (Stein/Woren, 4-0)

After brief discussion:

Director Stein moved to approve Progress Payment Request No. 2 to K.J. Woods Construction, Inc. for their work performed on the CIP 2001/2002 Project. (Stein/Pollard, 4-0)

ACTION AGENDA (cont'd)

13. DIRECTORS' COMMENTS AND COMMITTEE REPORTS:

Director Woren reported on the May 17 & 18, 2002 Sewer Authority Mid-Coastside Meetings. Director Woren stated that he attended a workshop on Terrorism Prevention for Infrastructure, and that the Board should consider possible impacts this issue has on the Granada Sanitary District. He also reported that Item #6B on the May 28, 2002 SAM Agenda is a plan to adjust manholes heights in areas subject to overflow to help prevent future spills.

INFORMATION CALENDAR

14. General Manager's Report: General Manager Duffy announced that he anticipated scheduling a workshop with Board Members in the near future to establish the 2002/2003 fiscal year goals. At the Board's direction, Mr. Duffy asked Counsel Wittwer to draft an Ordinance changing regular Board Meetings from two to one per month.

15. Administrator's Report: Assistant Administrator Comito reported on the status of the Assessment District reconciliation. The audit is currently in its finishing stages and an update will be provided at the next meeting. Administrator Holmes reported on the meeting with Cummings Walker regarding the newsletter. The District Permit logs, Sewer Service Charges, and Garbage delinquencies will be agendized at the next meeting.
Pending Action Summary: General Manager Duffy reviewed the items listed. He stated he plans to revise the Pending Action Summary and to talk to each Board Member separately about issues they are concerned about.
16. Engineer's Report: Engineer Hoffman stated that if there are any questions on the Inflow and Infiltration Program Report to call him or the General Manager directly. Director Stein questioned Hoffman on the Capistrano storm drain issue. Mr. Hoffman reported that the line was recently televised and a large amount of debris was found in the line. He has asked San Mateo County (SMC) to clean out the storm drain. Director Woren asked about the E. coli testing results. Mr. Hoffman stated that the results vary, and that he is in contact with SMC concerning future testing. There was further general Board discussion on this item.
17. Attorney's Report: Counsel Wittwer reported on e-mails received from real estate agent Judy Taylor regarding Ordinance No. 139 and stated that he would discuss with the General Manager some type of potential response.
18. Set Future Agenda: There was no future Agenda provided in the packets. Mr. Duffy recommended canceling the July 4, 2002 Board meeting, and the Board concurred. Counsel advised staff to post a notice of adjournment.

**Director Pollard moved to cancel the July 4, 2002 Board of Directors Meeting.
(Pollard/Stein, 4-0)**

Director Stein moved to adjourn the meeting at 9:54 p.m. (Stein/Woren, 4-0)

Submitted on: July 18, 2002

Approved on: July 18, 2002

SUBMITTED BY:
Leisa Bretz, District Clerk and
Delia Comito, Asst. Administrator

APPROVED BY:
Fran Pollard, Board Secretary